

CM/ECF Certification Exam
U.S. Bankruptcy Court - Northern District of New York

This test consists of 57 questions. They cover the mechanics of ECF, instructions contained in the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means (Administrative Procedure), the Local Bankruptcy Rules for the Northern District of New York (LBR), proofs of claim and local practice. Each question is worth 1.75 points. A passing score is 86.

Carefully answer each question by clicking on the line (____) provided to the left of the your choice.

STUDENT INFORMATION

First Name: _____

Last Name: _____

Email Address: _____

Telephone Number: _____

Date: _____

Question #1

Which of the following would you click on at the opening CM/ECF screen to set up Email notification?

- ☐ A. Utilities
- ☐ B. Notification
- ☐ C. Query
- ☐ D. Bankruptcy

Question #2

After you have selected the option in your answer to Question #1, what do you select to set up your Email notification?

- ☐ A. Docket Sheet
- ☐ B. View Transaction Log
- ☐ C. Maintain Your Account
- ☐ D. Add/Delete Notification

Question #3

Which of the following functions can the CM/ECF Email Notification program **not** do for you?

- ☐ A. Email you a copy of the filed document
- ☐ B. Email you at your desired email address
- ☐ C. Email you a hyperlink to the filed document
- ☐ D. Email you a list of cases' docket activity
- ☐ E. Email you a Notice of Electronic Filing for selected cases.

Question #4

You can elect to receive a Summary Report of case of interest in which activity has taken place.

- ☐ True
- ☐ False

Question #5

Of the following steps in setting up your Email notification, the first is to:

- ☐ A. Indicate whether you want to receive a Notice of Electronic Filing
- ☐ B. Enter the email address to which notices will be sent
- ☐ C. Indicate whether you want to receive a Summary Report
- ☐ D. Identify the cases for which you would like to receive notification

Question #6

Which of the following statements best describes the method used to record the party who is filing the answer?

- ☐ A. Click the check-box for the correct party
- ☐ B. Type the party's name in the docket text
- ☐ C. The party's name is added automatically
- ☐ D. Pick the name of the party from the pick list of parties

Question #7

At any time before pressing Next on the Final Text screen, when you discover you have made a mistake you may click the browser's Back button and correct the mistake.

- ☐ True
- ☐ False

Question #8

Which of the following statements is true regarding scanned PDF files?

- ☐ A. You should scan only when you cannot electronically create a PDF file
- ☐ B. Scanned PDF files are much larger than electronically created PDF files
- ☐ C. Should be opened first to verify contents
- ☐ D. Should be scanned at 200 dots per inch (dpi)
- ☐ E. All of the above

Question #9

How do you indicate the specific motion type in the motion?

- ☐ A. Select the correct motion relief type from the pick list
- ☐ B. Enter a relief code
- ☐ C. Just type in the relief requested in the docket text
- ☐ D. You can't

Question #10

How do you select the appropriate item from the CM/ECF Menu Bar?

- ☐ A. Tab to the correct item, then press Enter
- ☐ B. Type the number of the menu item
- ☐ C. Enter the first letter of the desired menu option
- ☐ D. Click on the appropriate item

Question #11

Of the following steps in docketing a motion, the first is to:

- ☐ A. Pick the motion filer
- ☐ B. Select the specific motion type from a pick list
- ☐ C. Select Motions/Applications from the Bankruptcy Events menu
- ☐ D. Enter the case number

Question #12

What type of file does Netscape display when you click the Browse button to attach a file?

- ☐ A. PDF files
- ☐ B. WordPerfect files
- ☐ C. HTML files
- ☐ D. All files

Question #13

When the system presents the docket text, you may add text to the docket entry.

☐ True

☐ False

Question #14

If you have already submitted a docket entry and discover that you have uploaded the wrong PDF file, you should:

☐ A. Submit the correct PDF version in paper copy to the court

☐ B. Simply use the browser's "back" button to back up and reselect the correct PDF file

☐ C. Start over and redocket the entry

☐ D. Contact the Court's Help Desk and await instructions on fixing the error

Question #15

In CM/ECF, you cannot file a multi-part motion (i.e., single motion seeking multiple requests).

☐ True

☐ False

Question #16

To change your CM/ECF password, you must:

☐ A. Go to the Utilities menu and choose Maintain Your Account

☐ B. File a Motion for Password Change at the court

☐ C. Click on the Change Password button when you first log into CM/ECF

☐ D. Contact the court because you can't do it yourself

Question #17

In CM/ECF, you cannot submit more than one attachment.

☐ True

☐ False

Question #18

In order to query a case, the first step is to click on:

- ☐ A. Logout
- ☐ B. Reports
- ☐ C. Bankruptcy
- ☐ D. Utility
- ☐ E. Query

Question #19

If you are having trouble logging into CM/ECF, the cause may be:

- ☐ A. You did not enter your ID correctly
- ☐ B. You had the CAPS LOCK button on and CM/ECF is case sensitive
- ☐ C. You are trying to log into the TEST database instead of the LIVE database
- ☐ D. You did not enter your password correctly
- ☐ E. Any of the above

Question #20

The correct way to electronically “sign” a document is to:

- ☐ A. On the line for signature, type “/s/” followed by the name of the party signing on that signature line
- ☐ B. Your Login ID and Password constitutes your signature, so there is no reason to sign a document
- ☐ C. The system will automatically enter your Login ID into your document
- ☐ D. Print the page, sign it, then scan it into PDF format

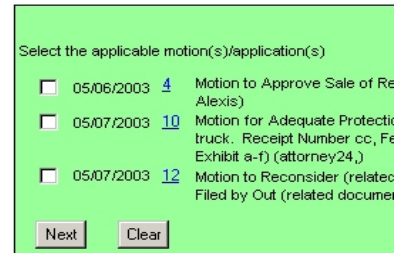
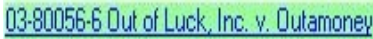
Question #21

Which of the following is **not** a benefit of CM/ECF?

- ☐ A. Ability to file documents over the internet
- ☐ B. Decreases the need for hearings or trials
- ☐ C. Automatic Electronic Noticing
- ☐ D. 24-hour access to electronic documents and docket sheets
- ☐ E. Simultaneous access to documents

Question #22

List Box - You scroll through this list using the up or down arrows, then make your selection by left mouse clicking once. Some menus will allow multiple selections by holding down the **Control (CTRL)** button on the keyboard and left clicking the items (Click on the choice that represents a List Box).



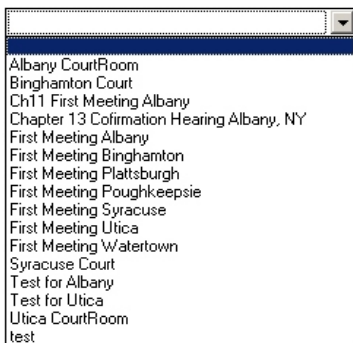
Select the applicable motion(s)/application(s)			
<input checked="" type="checkbox"/>	05/06/2003	4	Motion to Approve Sale of Re Alexis)
<input type="checkbox"/>	05/07/2003	10	Motion for Adequate Protection of truck. Receipt Number cc, Fe Exhibit a-f) (attorney24.)
<input type="checkbox"/>	05/07/2003	12	Motion to Reconsider (related Filed by Out (related documents)

Next Clear

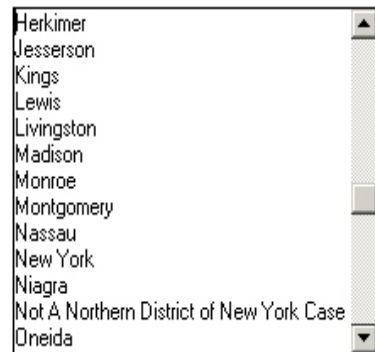
___ Picture A

___ Picture B

___ Picture C



___ Picture D



___ Picture E

Question #23

Drop Down List - You click on the arrow to activate the drop down list, then make your selection by left mouse clicking on the option once (Click on the choice below that represents a Drop Down List).

03-80056-6 Out of Luck, Inc. v. Outamoney

Hearing Time ☐ AM ☐ PM

Select the applicable motion(s)/application(s)

<input type="checkbox"/>	05/06/2003	4	Motion to Approve Sale of Re Alexis)
<input type="checkbox"/>	05/07/2003	10	Motion for Adequate Protection truck. Receipt Number cc, Fe Exhibit a-f) (attorney24.)
<input type="checkbox"/>	05/07/2003	12	Motion to Reconsider (related Filed by Out (related document

___ Picture A

___ Picture B

___ Picture C

Albany CourtRoom
Binghamton Court
Ch11 First Meeting Albany
Chapter 13 Confirmation Hearing Albany, NY
First Meeting Albany
First Meeting Binghamton
First Meeting Plattsburgh
First Meeting Poughkeepsie
First Meeting Syracuse
First Meeting Utica
First Meeting Watertown
Syracuse Court
Test for Albany
Test for Utica
Utica CourtRoom
test

___ Picture D

Herkimer
Jesseperson
Kings
Lewis
Livingston
Madison
Monroe
Montgomery
Nassau
New York
Niagra
Not A Northern District of New York Case
Oneida

___ Picture E

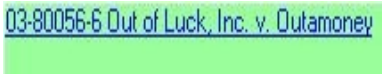
Question #24

Petitions, motions, pleadings, briefs and memoranda of law can be filed electronically if they are submitted:

- ___ A. In ASCII DOS (.txt) format
- ___ B. In PDF (.pdf) format
- ___ C. In WordPerfect (.wpd) format
- ___ D. In Word (.doc) format
- ___ E. All of the above

Question #25

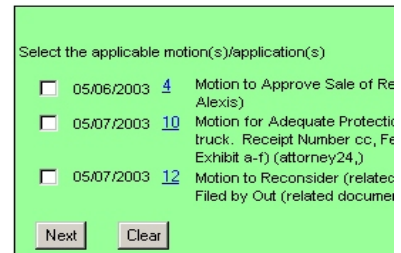
Check Box - You check/uncheck each Check Box to turn it on/off. Multiple Check Boxes can be selected (Click on the choice that represents a Check Box).



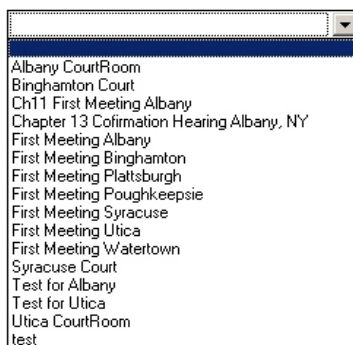
___ Picture A



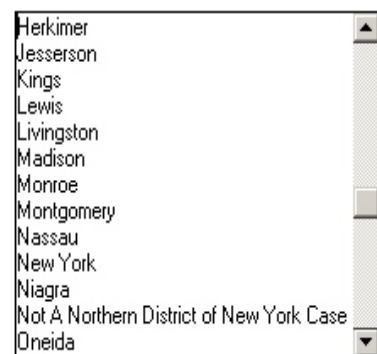
___ Picture B



___ Picture C



___ Picture D



___ Picture E

Question #26

Radio Button - You click on the Radio Button option you want. You may only select one Radio Button in the group (Click on the choice that represents a Radio Button).

03-80056-6 Out of Luck, Inc. v. Outamoney

Hearing Time ☐ AM ☐ PM

Select the applicable motion(s)/application(s)

<input type="checkbox"/>	05/06/2003	4	Motion to Approve Sale of Real Property (related document)
<input type="checkbox"/>	05/07/2003	10	Motion for Adequate Protection of Assets (related document) Receipt Number cc, Filed by Out (related document)
<input type="checkbox"/>	05/07/2003	12	Motion to Reconsider (related document) Filed by Out (related document)

___ Picture A

Albany CourtRoom
Binghamton Court
Ch11 First Meeting Albany
Chapter 13 Confirmation Hearing Albany, NY
First Meeting Albany
First Meeting Binghamton
First Meeting Plattsburgh
First Meeting Poughkeepsie
First Meeting Syracuse
First Meeting Utica
First Meeting Watertown
Syracuse Court
Test for Albany
Test for Utica
Utica CourtRoom
test

___ Picture D

___ Picture B

___ Picture C

Herkimer
Jesserson
Kings
Lewis
Livingston
Madison
Monroe
Montgomery
Nassau
New York
Niagra
Not A Northern District of New York Case
Oneida

___ Picture E

Question #27

The creditor matrix should be saved in what type of file before it can be uploaded in CM/ECF?

- ☐ A. In WordPerfect (.wpd) format
- ☐ B. In Word (.doc) format
- ☐ C. In ASCII DOS Text (.txt) format
- ☐ D. In PDF (.pdf) format
- ☐ E. All of the above

Question #28

The attorney for a debtor, within three days of an electronic filing, must submit paper copies of certain documents to the case trustee and UST.

- ☐ True
- ☐ False

Question #29

An "ECF Case - Chambers Copy" in paper format is required for:

- ☐ A. Notices of hearing, motions, applications and certificates of service
- ☐ B. All matters
- ☐ C. Most matters
- ☐ D. Petitions, schedules, and lists only

Question #30

Documents referenced as attachments (such as leases, notes, etc.):

- ☐ A. May be filed electronically with permission from the court
- ☐ B. Must be filed electronically but may be summarized so that only relevant excerpts are electronically filed
- ☐ C. Must always be filed conventionally
- ☐ D. Must always be filed electronically no matter the total page count

Question #31

In the NDNY Bankruptcy Court, all noticing required under FRBP 2002 is performed by the Clerk's Office.

☐ True

☐ False

Question #32

For a proper electronic filing, in which order should motion related papers be filed?

☐ A. Certificate of service, notice, motion

☐ B. Motion, notice, certificate of service

☐ C. Notice, motion, certificate of service

☐ D. It doesn't matter

Question #33

In order to be considered timely, any motion filed *electronically* on the last day for filing pursuant to LBR 9013-1(b) must be filed:

☐ A. By 5:00 PM Eastern Standard Time

☐ B. By 2:00 PM Eastern Standard Time

☐ C. By 4:00 PM Eastern Standard Time

☐ D. Before midnight on the date set as a deadline

Question #34

When filing a default motion electronically, you are correct if you select as your hearing event:

☐ A. Notice of motion or default notice of motion

☐ B. Default notice of motion only

☐ C. Notice of motion only

☐ D. None of the above

Question #35

According to the Administrative Procedures, the correct signature format for electronically filed documents that have not been scanned is:

- ☐ A. /s/ typed name
- ☐ B. A photocopy of the actual signature attached to the file document
- ☐ C. s/
- ☐ D. A blank signature line because the electronic stamp is the signature

Question #36

What is the correct procedure to follow when a stipulation or another document requires two or more signatures?

- ☐ A. The filer must comply with FRBP 9011
- ☐ B. The filer must obtain the physical signatures of all parties on the document and must maintain the original signed document
- ☐ C. Both a and b above
- ☐ D. None of the above

Question #37

Copies of documents filed electronically must be retained by the filer:

- ☐ A. Only until the case is closed
- ☐ B. A minimum of 2 years after the case is closed
- ☐ C. A minimum of 3 years after the case is closed
- ☐ D. A minimum of 5 years

Question #38

If a credit card transaction to pay a fee is declined by the credit card issuer for any reason, payment must be made to the Court:

- ☐ A. By close of business on the next business day after the filer is notified
- ☐ B. Within 5 business days after the filer is notified
- ☐ C. Within 7 business days
- ☐ D. Within 3 business days after the filer is notified

Question #39

Proposed orders can be submitted electronically to the Court.

☐ True

☐ False

Question #40

The Local Bankruptcy Rules for the Northern District of New York (LBR) which can be found at www.nynb.uscourts.gov:

☐ A. Do not apply in any way to electronically filed cases

☐ B. Are to be read in conjunction with the Administrative Procedures for Electronic Case Filing and the Administrative Order for Electronic Case Filing

☐ C. Only apply to cases and proceedings filed prior to January 1, 2003

☐ D. Both a and c above

Question #41

If you file an incorrect document in a case and thus have created an incorrect docket entry, you should:

☐ A. Do nothing. The Court's Quality Control team will catch and correct all errors

☐ B. Immediately re-file the document and note on the docket that the document has been re-filed

☐ C. Contact the trainer to have the error corrected

☐ D. Contact the Help Desk to have the Clerk's Office correct the error

Question #42

The "ECF Case - Chambers Copy" must contain a copy of the original signature of the filer and can be faxed to the court.

☐ True

☐ False

Question #43

When filing documents electronically, the filer is not required to read the Administrative Procedures in conjunction with the LBR for the Northern District of New York.

☐ True

☐ False

Question #44

If adjournment letters and status conference requests are filed conventionally or electronically, the filer:

- ☐ A. Must file an "ECF Case - Chambers Copy" over the counter
- ☐ B. Must also fax the letter or request to Chambers or Courtroom Services (depending on division)
- ☐ C. Must call Chambers immediately after filing the letter or request
- ☐ D. Need not take any further action

Question #45

When filing a case electronically, an added necessary step is to:

- ☐ A. Mail a copy of the petition to the panel trustee
- ☐ B. Mail a copy of the petition to the UST
- ☐ C. Upload creditors on the mailing matrix
- ☐ D. All of the above

Question #46

When filing a default motion electronically, the proposed order should be:

- ☐ A. Submitted as an attachment to the motion PDF file
- ☐ B. Filed conventionally along with the "ECF Case - Chambers Copy" of the motion
- ☐ C. Held by the filing party until the return date has passed
- ☐ D. Contained within the motion PDF file

Question #47

A matrix should be submitted electronically in PDF format:

- ☐ A. Never. Matrices should always be submitted as .txt files
- ☐ B. Always
- ☐ C. Only as an attachment to an amendment
- ☐ D. If that is your preference

Question #48

Upon submitting a motion electronically, a necessary 2nd step is to:

- ☐ A. Electronically submit a notice of hearing PDF and a certificate of service
- ☐ B. Oppose the motion
- ☐ C. Call the court for a return date
- ☐ D. None of the above

Question #49

Chambers requires a clearly marked "ECF Case - Chambers Copy" of:

- ☐ A. Documents relating to calendaring matters, adversary proceedings and appeals
- ☐ B. The 2016b disclosure of compensation agreements
- ☐ C. Petitions, plans, operating reports and reaffirmation agreements
- ☐ D. All documents

Question #50

If you are an attorney filer and you find it necessary to amend a schedule, add additional creditors to the list of creditors, add creditors to the matrix or a mailing list, what action must you take to docket the amendment in CM?

- ☐ A. Process the amendment through the Creditor Maintenance menu
- ☐ B. No additional docketing is required
- ☐ C. Process the amendment and pay the \$20 amendment fee through Bankruptcy > Other > Amended Schedule (Fee)
- ☐ D. Process the amendment through the Proof of Claim menu

Question #51

An order was signed jointly administering seven cases. A creditor needs to file a claim in five of the seven cases. How would a creditor enter the proof(s) of claim into ECF?

- ☐ A. File a proof of claim in each of the five cases
- ☐ B. File a proof of claim in all seven cases
- ☐ C. File one proof of claim in the main case
- ☐ D. None of the above

Question #52

Special characters should be avoided when entering the creditor's name and address into ECF. Which characters are the exceptions?

- ☐ A. ?, +, and =
- ☐ B. #, @, and &
- ☐ C. *, #, and c/o
- ☐ D. #, &, and c/o

Question #53

When entering the name and address of creditors to the "Add Creditor Screen", only use the Name line and Address lines one through four.

- ☐ True
- ☐ False

Question #54

The Description section on the "Proof of Claim Information Screen" is used for:

- ☐ A. Recording all additional descriptive text found in the names of the creditors from the "Name of Creditor" box on the claim form
- ☐ B. Recording the amount owed on the proof of claim
- ☐ C. None of the above
- ☐ D. Both a and b above

Question #55

The Remarks section on the "Proof of Claim Information Screen" is used to:

- ☐ A. Enter "Power of Attorney", if one is attached
- ☐ B. Enter "Certificate of Service Filed", if one is attached
- ☐ C. None of the above
- ☐ D. Both a and b above

Question #56

Each name and address line has a 40 character maximum limit. Using more than 40 characters will cause notices to fail at the BNC.

☐ True


☐ False

Question #57

Standard postal abbreviations can be used when entering the creditor's address information into ECF. However, the state must be abbreviated using postal two letter abbreviation in all addresses.

☐ True

☐ False

This completes the certification exam. Please be sure to click the  icon in the Adobe Tool Bar above to save your completed exam to your hard drive. DO NOT click 'File', 'Save' in your browser's Tool Bar. Once saved, either email the saved file to the Court at the following email address:

dina_ventura@nynb.uscourts.gov

or

tom_zdanowicz@nynb.uscourts.gov

or print the completed test and mail it to us at:

**U.S. Bankruptcy Court - NDNY
Attn.: Mary Ann Tangorre
James T. Foley Courthouse
445 Broadway, Suite 330
Albany, NY 12207**

Thank you.